



Tax Credit Assistance Program (TCAP) Submission Packet

Submitted by

The Maryland Department of Housing and Community Development

June 1, 2009

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Maryland Department of Housing
and Community Development

MARTIN O'MALLEY
Governor

ANTHONY G. BROWN
Lt. Governor

RAYMOND A. SKINNER
Secretary

CLARENCE J. SNUGGS
Deputy Secretary

VIA FEDERAL EXPRESS

May 29, 2009

Ms. Marcia Sigal, Director
Program Policy Division
Office of Affordable Housing Programs
Community Planning and Development
U.S. Department of Housing and Community Development
451 7th Street, S.W., Room 7164
Washington, D.C. 20410

RE: TCAP Submission Packet for State of Maryland Department of Housing and Community Development

Dear Ms. Sigal:

Enclosed are three (3) copies of the Tax Credit Assistance Program (TCAP) Submission Packet for the State of Maryland Department of Housing and Community Development (MDHCD).

Sincerely,

Raymond A. Skinner
Secretary
State of Maryland
Department of Housing and Community Development



TAB A - Statement of Intent to Accept TCAP Funds

Requirement per HUD Notice CPD-09-03

- 1) A statement that indicates whether the grantee intends to accept the entire amount of its TCAP formula allocation. If the state housing credit agency elects to receive less than the full formula amount, the statement should provide the exact amount of TCAP funds that it will accept. Once HUD determines that the submission packet is complete, the amount requested by the grantee cannot be changed;
- 2) A statement detailing which, if any, other federal grant funds the state housing credit agency currently administers (LIHTCs are not federal grant funds);
- 3) A statement regarding the status of its 2009 LIHTC allocation process; and
- 4) The name and contact information, including email address, phone and fax number, of the individual designated as the agency contact for TCAP.

1) The Maryland Department of Housing and Community Development (MDHCD) intends to accept the entire amount of the Tax Credit Assistance Program (TCAP) formula allocation, \$31,701,696, as established under the American Recovery and Reinvestment Act of 2009 (ARRA). In addition, MDHCD intends to accept the entire amount of any redistributed funds from any eligible housing agency that declines TCAP (in whole or in part).

2) MDHCD currently administers the following federal block grant funds: Home Investment Partnerships (HOME) Program, Community Development Block Grant (CDBG), Emergency Shelter Grants, Neighborhood Stabilization Program, Housing Opportunities for Persons With AIDS, Community Service Block Grants (CSBG), and Department of Energy (DOE) Weatherization Funds. MDHCD also administers the Housing Choice Voucher Program and related federal Section 8 rental assistance programs. In addition, MDHCD administers competitive funding through HUD/NeighborWorks for housing counseling, CDBG disaster recovery funds related to Hurricane Isabel, and special funding for a number of programs under the American Recovery and Reinvestment Act, including the Homeless Prevention and Rapid Re-housing Program, CDBG-Recovery funding, and DOE Weatherization and CSBG supplemental funding.

3) In accordance with the State of Maryland Qualified Allocation Plan (QAP), MDHCD has made awards of Low Income Housing Tax Credits (LIHTCs) sufficient to use all of its calendar year 2009 LIHTCs as well as forward reserve calendar year 2010 LIHTCs. MDHCD intends to exchange 40% of its CY 2009 LIHTCs with the United States Department of Treasury through the Section 1602 Program created through ARRA.

4) MDHCD's TCAP contact person and information is as follows:

Patricia Rynn Sylvester, Director, Multifamily Housing
Community Development Administration (CDA)
Maryland Department of Housing and Community Development
100 Community Place
Crownsville, Maryland 21032
Email: Sylvester@mdhousing.org
Telephone #: 410-514-7481 (direct line) or 410-514-7446

Fax #: 410-987-4097

TAB B - Description of Competitive Selection Criteria:

Requirement per HUD Notice CPD-09-03

As described below, the grantee must distribute the TCAP funds competitively under the requirements of the Recovery Act (i.e., give priority to projects that are expected to be completed by February 16, 2012) and pursuant to the existing Qualified Allocation Plan (QAP).

Each state housing credit agency must submit a written description of all the selection criteria and any weightings assigned that it will use to competitively award its TCAP funds. The state housing credit agency must also define an “award of LIHTCs” which can be as early as the date of public notice of the funding decision for a particular project. The same definition of an “award of LIHTCs” must be uniformly applied to all LIHTC projects for the purpose of determining project eligibility for TCAP funding.

B1. Award of LIHTC – Definition

For the purposes of TCAP, MDHCD defines “Award of LIHTCs” as follows:

- (1) For allocated (9%) LIHTCs: when MDHCD has executed a reservation letter or carryover allocation of LIHTCs for a project in accordance with its QAP;
- (2) For automatic (4%) LIHTCs using tax-exempt bonds issued by MDHCD: when MDHCD executes an “Official Intent Determination” (as required per Section 142 of the Internal Revenue Code (IRC)) for the tax-exempt bond financing that will generate the LIHTCs based on MDHCD’s determination that the project to be financed with the tax-exempt bonds meets the requirements under the QAP for LIHTCs.
- (3) For automatic (4%) LIHTCs using tax-exempt bonds issued by a local agency: when MDHCD issues a Section 42(m) letter (as required per Section 42 of the IRC), which demonstrates that the project meets the requirements under the QAP for LIHTCs.

To be eligible for TCAP funds, an Award of LIHTCs must be made not earlier than October 1, 2006 and not later than July 7, 2009.

B2. Project Eligibility

A rental housing project that requires additional funding to be completed and placed in service in accordance with the requirements of Section 42 of the IRC is eligible to compete for TCAP funding from MDHCD when the project:

- a) has an Award of LIHTCs as defined in B1 above;
- b) has submitted an application that was received by MDHCD on or before February 17, 2009; and
- c) has not closed on financing and/or commenced construction.

In accordance with HUD guidance, a project is ineligible for TCAP funding from MDHCD if it receives an Award of LIHTCs and subsequently returns the LIHTCs to MDHCD.

B3. Application Process and Selection Criteria

MDHCD will distribute TCAP funds competitively under the requirements of ARRA, which requires that priority be given to projects that are expected to be completed by February 16, 2012, and pursuant to the existing QAP. A written description of all the selection criteria and any weightings assigned that MDHCD will use to competitively award its TCAP funds is provided below and in MDHCD's "TCAP Application Submission Package," which is included as part of this application under Tab E.

For the purposes of TCAP, terms used by MDHCD in this submission and other materials related to TCAP shall have the same meaning as under Section 42 of the Internal Revenue Code, federal regulations, the QAP, and Notice CPD-09-03 issued by the U.S. Department of Housing and Urban Development (HUD).

Application Processing Requirements:

The deadline for submitting TCAP applications will be 5:00 PM on July 8, 2009. There is no application fee to apply for TCAP funds.

To receive TCAP funds, a project must: meet the statutory requirements of ARRA, submit a complete "TCAP Application Submission Package" (including 2 copies of all attachments and exhibits), comply with the terms of the QAP, comply with any guidance provided by HUD, be successful under the TCAP competition, and sign a TCAP Written Agreement. Details on the TCAP Written Agreement and the other eligibility criteria can be found in Section II of the "TCAP Application Submission Package" (copy attached under Tab E).

All applicants must submit all required exhibits, documents and certifications listed and explained in Section III of the "TCAP Application Submission Package." The documents listed include:

- CDA Forms 202, 212 and 215;
- financing letters from lenders and syndicators/investors;
- local government letters and timetables for obtaining local resolutions, necessary zoning and permits, and other development approvals controlled at the local government level;
- statement concerning the status of the completion of construction drawings.

Maximum TCAP Funding Requests:

The maximum request for TCAP funds, when combined with MDHCD's Rental Housing Funds (RHF) and Maryland Housing Rehabilitation Program – Multifamily (MHRP-MF) funds already reserved or committed to the project, may not exceed \$3 million.

Notwithstanding the foregoing, in no event shall TCAP funding be provided in excess of an amount necessary to make a project financially feasible and viable as determined by MDHCD and in accordance with Section 42 of the Internal Revenue Code.

MDHCD reserves the right to make an award to a project in excess of the \$3 million request limit if MDHCD determines, in its sole discretion, that:

- the increased award is necessary for MDHCD to allocate its resources effectively and to meet any deadlines associated with administering TCAP funding;
- the funding award does not provide resources to a project in excess of what is necessary for the project's financial feasibility; and

- the funding award and project comply with the requirements of ARRA and TCAP.

Selection Criteria and Weighting :

There are five (5) categories of Competitive Selection Criteria

Threshold Criteria: All projects must satisfy Category 1 in order to move forward for scoring under Categories 2-5. Projects that do NOT satisfy Category 1 will be removed from consideration for TCAP funding.

Category 1: Project Completion by February 16, 2012

As required per page 5 of HUD Notice CPD-09-03, the main selection criterion for TCAP funds must be for "...eligible projects that are expected to be completed within 3 years from the date of Recovery Act enactment (February 16, 2012)." MDHCD will evaluate the project's ability to meet this requirement based upon the sponsor's certification of estimated completion date, as well as a review of documentation included in the "TCAP Application Submission Package." Failure to certify and demonstrate the project's ability to be completed by February 16, 2012 will disqualify a project from further scoring and consideration for TCAP funds.

Scoring Criteria (120 point maximum) : For projects that pass threshold by satisfying Category 1

Category 2: Readiness to Proceed to Initial Closing (Maximum 50 pts.)

Points will be awarded based on MDHCD's assessment of the project's readiness to proceed to initial closing. MDHCD will consider, in assessing points in this category, the sponsor's certification of estimated date of initial closing, documentation submitted that demonstrates activity and progress toward initial closing, including engagement of third-party professionals and/or other project-related expenditures, submission of plans or approvals to local governments, development team experience, and other elements that demonstrate capacity and probability of meeting projected initial closing dates.

Points will be awarded as follows:

Closing on or before November 30, 2009	50 pts.
Closing on or before January 31, 2010	40 pts.
Closing on or before March 31, 2010	30 pts.
Closing on or before June 30, 2010	20 pts.
Closing July 1, 2010 or later	0 pts.

Category 3: Tax Credit Investor/Syndicator Interest (Maximum 50 pts.)

(a) Investor/Syndicator Letter of Intent up to 50 pts.

Points will be awarded based on MDHCD's assessment of the project's ability to fully utilize its LIHTC award at a price and a timetable that allows the project to comply with ARRA and TCAP requirements. MDHCD will consider, in assessing points in this category, the letter and information provided by a direct investor or syndicator, including its commitment or intent to purchase the full amount of LIHTCs for which a project is eligible, all terms and requirements (including pricing), the status of the investor's/syndicator's due diligence, including whether site visits have occurred, whether the development team is approved, and the timetable or schedule for completing due diligence. Maximum points will be awarded for projects with firm pricing and commitments with a set closing timetable.

(b) No or Minimal Investor/Syndicator Interest 0 pts.

Category 4: QAP Evaluation Criteria Score for Award (Maximum 10 pts.)

Evaluation Criteria Score of 266 or above	10 pts.
Evaluation Criteria Score of 250 to 265	5 pts.
Evaluation Criteria Score of less than 250	0 pts.

Scoring used from time of LIHTC award. No significant changes should be made at time of application for TCAP funds.

Category 5: TCAP Funding Request (Maximum 10 pts.)

(a) For projects without a reservation of MDHCD RHF or MHRP-MF funding:

TCAP funding request is the same or less than the project's request for MDHCD RHF or MHRP-MF funds at the time of LIHTC Award	10 pts.
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TCAP funding request is more than the project's request for MDHCD RHF or MHRP-MF at the time of LIHTC Award	0 pts.
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(b) For all other projects that request TCAP funds:	0 pts
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TAB C - Commitment and Expenditure Deadlines

Requirement per HUD Notice CPD-09-03

Each state housing credit agency must describe the procedures it will use to ensure it will commit and expend its TCAP funds to meet the deadlines established in the Recovery Act. In addition, it must specifically describe how it will redistribute funds to more deserving projects from projects which are not in compliance with deadlines established in the written agreement between the grantee and project owners.

Commitment and Expenditure Deadlines for TCAP Funds: Under ARRA, MDHCD must:

- Commit not less than **75%** of TCAP funds by February 16, 2010
- Expend not less than **75%** of TCAP funds by February 16, 2011
- Expend **100%** of TCAP funds by February 16, 2012
- return to HUD all TCAP funds not expended by February 16, 2012

To meet these deadlines, MDHCD will initially award TCAP funds through the July 2009 TCAP Competitive Funding Round in accordance with the TCAP Selection Criteria and Weighting outlined in Tabs B and E. These criteria prioritize projects with the demonstrated ability to move forward quickly and use TCAP funds within the federally-mandated timeframes. MDHCD expects that the TCAP Awards made through the July Funding Round will enable it to meet the Commitment and Expenditure Deadlines for TCAP funds. However, MDHCD reserves the right to competitively award TCAP funds to other eligible projects that meet the selection criteria if necessary to ensure timely expenditure of TCAP funds.

Projects selected for TCAP funding will be required to execute a TCAP Written Agreement prior to initial closing. Any project that has not executed a TCAP Written Agreement by the date that it certifies in its application may have its award of TCAP funding revoked and re-allocated to another eligible project(s). The TCAP Written Agreement will specify a schedule for disbursement of TCAP funds. As required in HUD Notice CPD-09-03, the TCAP Written Agreement “will specify a schedule for the expenditure of TCAP funds and outline the circumstances under which TCAP funds will be recaptured if the project owner fails to meet the schedule.” Failure to expend TCAP funds as outlined in the TCAP Written Agreement will result in the recapture and redistribution of TCAP funds to another eligible Project.

Building on its experience in financing over 30,000 units of rental housing over the past 20 years, MDHCD will closely monitor project progress and make adjustments as needed to ensure continuing compliance with the Commitment and Expenditure deadlines as projects move forward. A specific description of the procedures MDHCD will use to redistribute funds to more deserving projects from projects which are not in compliance with deadlines established in the written agreement between the grantee and project owners follows.

From TCAP award to initial closing on the TCAP financing, MDHCD will be actively involved in underwriting and loan closing. MDHCD has significant experience in providing gap financing to LIHTC projects and has a long-standing track record of establishing appropriate project benchmarks for gauging progress toward initial closing and commencement of construction. MDHCD will establish such benchmarks for TCAP-funded projects. Projects that fall behind these benchmarks will be

managed to ensure progress; MDHCD uses regular conference calls, construction management review, and meetings with the entire development team as appropriate to ensure all parties understand and meet critical deadlines for moving forward.

MDHCD will reserve the right to adjust, withdraw or recapture all or a portion of TCAP funding to ensure federal expenditure requirements are met. MDHCD has experience in making similar adjustments for its State-funded loan programs. If necessary, DHCD can reduce TCAP awards to projects not meeting their obligations and move these funds to TCAP eligible projects that are proceeding on schedule and adjust other funding sources accordingly. Projects that lose their TCAP funding may be eligible to apply for other State-controlled resources with less stringent timetables for expenditure.

Construction period funding disbursements will be established in a manner that complies with all expenditure and draw requirements. MDHCD has a Construction Finance Team that is experienced with reviewing draws and drawing down funds in accordance with a myriad of federal and state rules, including the HOME program. MDHCD also has a team of Construction Managers who make regular site visits during construction and attend all construction progress meetings to ensure construction schedules are met and any delays or problems are promptly addressed. Construction Managers work closely with the Construction Finance Team to approve all draws for expenditure of funds.

If a project fails to expend TCAP funds in a timely manner, MDHCD will assess the reasons for the expenditure problems and whether the delay will affect its ability to meet the TCAP deadlines. MDHCD will work closely with the projects to resolve expenditure issues quickly. MDHCD anticipates that its hands-on approach to construction management will minimize the need to move funds from one project to another after construction begins. If necessary, draws can be adjusted to ensure that the TCAP funding is drawn down earlier in the construction process to ensure timely expenditure of funds. MDHCD is well positioned to ensure timely and appropriate expenditure of TCAP funding.

Additionally, MDHCD is subject to State of Maryland accountability and performance measures, including Maryland Managing for Results and StateStat. Experience with these systems will enable MDHCD to utilize existing systems and develop new ones as needed to ensure accountability and appropriate and timely expenditure of all TCAP funds.

TAB D - Recovery Act Accountability and Transparency Requirements:

Requirement per HUD Notice CPD-09-03

Each state housing credit agency must submit information about how it is meeting the Recovery Act accountability and transparency requirements. To implement this requirement, the state housing credit agency must make its project selection process and criteria available to the public and accept comments from the public for a period of not less than five days. The state housing credit agency must submit to HUD its website address set up for this purpose, and a description of how it met the five-day comment period. It must also provide a description of how the agency plans to ensure that it will remain in compliance with these accountability and transparency requirements for the duration of the TCAP grant.

Public Comment Period:

MDHCD held a public comment period from May 18 – 22, 2009. The public comment period opened with a public meeting on May 18, 2009 at 9:30 am at DHCD headquarters at 100 Community Place, Crownsville, Maryland. The public meeting and comment period were advertised in 10 newspapers of general circulation throughout the State – the same process used to advertise the public hearing required for the QAP. Notices were also e-mailed to over 1,000 addresses on the MDHCD Multifamily Housing email list, which includes MDHCD customers, stakeholders and other interested parties. Copies of the newspaper and email notices are included in Tab E.

Approximately 50 persons attended the public meeting at which Secretary Raymond A. Skinner discussed the American Recovery and Reinvestment Act (ARRA) and its accountability and transparency requirements. Patricia Rynn Sylvester, Director, Multifamily Housing explained MDHCD's project selection process and criteria for TCAP funds and answered questions from the attendees. Copies of MDHCD's draft TCAP Application Submission Package were provided to all attendees; copies were also posted to the MDHCD website. MDHCD received written comments from 12 persons and organizations, including the National Housing Trust and the Maryland Affordable Housing Coalition (MAHC). MAHC represents more than 60 businesses and nonprofits working in the affordable rental housing industry in Maryland.

MDHCD carefully considered all comments received and made several changes to the TCAP selection process and criteria in response to the comments received. The public comments received and MDHCD's changes are summarized in the table below.

Subject Area	Summary of Public Comments Received	MDHCD Response
Award of LIHTC - Definition (Tab B –Section B1)	Two comments recommended that only 9% LIHTC awards be eligible for TCAP; four comments recommended the inclusion of both 4% and 9% LIHTC awards; and six did not express an opinion.	Definition of Award of LIHTC includes both 4% and 9% LIHTCs. No change.
Project Eligibility (Tab B – Section B2)	One comment requested that Project Eligibility be changed to allow a project to submit an application after June 3, 2009 and receive a LIHTC award through September 30, 2009. Five comments strongly requested that only projects with	Project eligibility changed to move the deadline for submitting an application to MDHCD forward from June 3, 2009 to February 17, 2009, the date of ARRA passage. MDHCD did not change the requirement that a project receive an award

	<p>applications submitted before passage of ARRA be eligible for TCAP funding. These comments noted that projects with applications already submitted to MDHCD were best able to meet the TCAP and ARRA project completion requirements and expend the funds. Expanding the pool of eligible projects would reduce the funding available for projects already stalled due to the tax credit market.</p>	<p>of LIHTC by July 7, 2009 to ensure that only projects with an award of LIHTCs in place prior to the TCAP competition were eligible for TCAP.</p>
<p>Maximum TCAP Funding Request (Tab B – Section B1)</p>	<p>Six comments were received on this topic and all recommended that the proposed maximum funding amount be simplified at \$3 million per project, and the reference to a \$0.10 drop in equity pricing be removed. Persons/organizations submitting comments thought that referencing a specific drop in equity pricing would encourage investors to lower their equity pricing because they would assume that TCAP funds would absorb the difference. There was also a concern that setting different caps for different types of projects would limit the number of projects that could be assisted by TCAP.</p>	<p>Maximum TCAP request is now \$3 million per project when combined with other named MDHCD funds.</p>
<p>TCAP Funding Requests – Scoring of TCAP Amount Requested (Tab B – section B3 Selection Criteria and Weighting , Category 5)</p>	<p>Six comments recommended that the competition provide an incentive to projects that do not request TCAP funds in excess of the gap financing they requested but did not receive in the December 2008 QAP Competition. Persons/organizations submitting these comments thought this would enable MDHCD to maximize the distribution of TCAP to assist projects and encourage projects to maximize investor pricing or seek other sources of funding. Other comments did not address this point directly.</p>	<p>MDHCD added an additional scoring criteria to provide 10 bonus points to projects with TCAP requests no greater than what they requested in MDHCD funds during the December 2008 QAP competition.</p>
<p>Scoring of Readiness to Proceed to Initial Closing and Project Completion (Tab B – Section B3 Selection Criteria and Weighting, Category 1 and 2</p>	<p>Almost all comments addressed in some manner the issue of evaluating a project's readiness to proceed and its ability to meet the project completion requirements of ARRA. Most indicated that the proposed scoring placed too much emphasis on initial closing date and did not take into account the realities of development schedules. Recommendations were made to reduce the emphasis on the start of construction</p>	<p>Scoring for Readiness to Proceed and Project Completion were revised to make project completion by the ARRA deadline a threshold criteria for receiving TCAP funding. Projects unable to meet this deadline are removed from processing and will not be scored. Scoring for Readiness to Proceed to initial closing was reworked to allow projects with later closing timeframes to receive points. Language was added to allow the scoring in this category to take</p>

	and focus on meeting ARRA completions timeframes. It was noted that MDHCD should evaluate a range of factors in assessing readiness to proceed, provide broader ranges of time for initial closing, and consider development team experience and progress between the project's LIHTC award and TCAP competition deadline.	into account an evaluation of the project's progress between award and the TCAP competition, development team experience, and local government approval and permitting schedules.
Scoring of Tax Credit Investor / Syndicator Interest (Tab B – Section B3 Selection Criteria and Weighting, Category 3)	Comments stated that the proposed scoring placed too much emphasis on initial closing dates and that this scoring category should solely focus on investor interest and status of due diligence. It was recommended that MDHCD provide flexibility in scoring to allow it to consider a range of issues indicative of investor interest and not rely solely on firm pricing.	Scoring revised to eliminate language tying score in this category to initial closing date. Language was added to allow consideration of investor interest as evidenced by the status of its due diligence, its commitment to the development team, and other factors the investor might note in its letter of interest or commitment for the project, including but not limited to firm pricing.
QAP Score (Tab B – section B3 Selection Criteria and Weighting, Category 4)	One comment requested that points be provided in this category to the minimum score required for Bond Loans.	No change made. Most projects that receive LIHTC awards score 250 points or above. This category is designed to provide a small bonus to projects that achieve high scores under the QAP. Allowing points for a bare minimum score defeats this purpose.
Other General Comments	Comments also included suggestions that TCAP be used for preservation projects, that funds be provided as grants not loans, the funds be lent at terms more favorable than MDHCD current RHF loan terms, that applications be subject to refinement after the deadline, that TCAP funds be subordinate to local loans, and that the disbursement of TCAP funds be flexible with the goal of disbursing the funds early in the construction period to ensure compliance with TCAP expenditure requirements. Comments also noted that TCAP expenditure requirements were an obligation of MDHCD and not an obligation of individual projects. Thus, comments suggested that a project should not automatically lose its TCAP funding if the project lagged behind its schedule; rather it was suggested that HUD would be flexible in working through expenditure timing issues.	MDHCD did not make any specific changes to its application and selection criteria based on these comments. MDHCD does not expect to permit changes to an application after the competition deadline. It also notes that TCAP can be used for preservation projects. At this time MDHCD expects to treat TCAP funds as loans with terms similar to RHF so as not to disadvantage projects that already have received RHF awards and do not need TCAP funding to proceed. However, it continues to study this issue in light of program income provisions and other possible options for ensuring fairness to all users of MDHCD programs. Final Terms for TCAP funds will be based on project financial feasibility and HUD requirements for TCAP.

Continued Compliance with Accountability and Transparency Requirements:

MDHCD will comply with all accountability and transparency requirements as required by HUD, the Office of Management and Budget (OMB), the Office of the Inspector General (OIG) and other federal agencies. Compliance will include the completion of required reporting for TCAP grantees in the format and timing as prescribed. Reporting is expected to include the provision within 10 days after the end of each calendar quarter information such as:

- The total amount of TCAP funds received;
- The amount of TCAP funds expended or obligated to projects or activities, including unobligated balances;
- A detailed list of all projects or activities for which TCAP funds were expended or obligated, including:
 - ✓ The name of the project,
 - ✓ A description of the project,
 - ✓ An evaluation of the completion status of the project, and
 - ✓ An estimate of the number of jobs created and the number of jobs retained by the project.

MDHCD is examining its current staffing levels to ensure that it can meet all ARRA accountability and transparency requirements. The Multifamily Housing unit is reorganizing to centralize the reporting functions to ensure accurate and timely results.

All applicants for TCAP funds will be required to permit MDHCD to release the completed application and respond to all disclosure requests necessary to remain in compliance with the accountability and transparency requirements of TCAP for the duration of the TCAP grant.

HUD and OIG staff will be provided access, upon reasonable notice, to all information related to the selection, award and use of TCAP funds.

Website Information:

MDHCD has established a website for TCAP which can be accessed at the following link:
www.dhcd.state.md.us/Website/programs/tcap/tcap.aspx. MDHCD will use this website to post information necessary to remain in compliance with TCAP and ARRA accountability and transparency rules.

Information currently posted on this website includes:

- Schedules for the TCAP public comment period, public meeting date, MDHCD application process with HUD, and TCAP competitive application process for project sponsors
- Official Notice of the public comment period
- List of Projects Eligible to Apply for TCAP funds as of May 19, 2009
- Draft MDHCD TCAP Submission Package to HUD for TCAP funds
- Draft July 2009 TCAP Funding Round Application for project sponsors
- Maryland QAP and Multifamily Rental Financing Program Guide

Information to be posted on this website in the future includes:

- Final MDHCD TCAP Submission Package to HUD for TCAP funds
- HUD's response, if any, to the MDHCD TCAP Submission Package to HUD for TCAP funds
- TCAP Grant Agreement between HUD and MDHCD
- CPD Notice 09-03 issued by HUD
- Additional documentation regarding TCAP program compliance as available
- Updated list of TCAP eligible projects
- MDHCD's periodic reports submitted to HUD in compliance with TCAP requirements
- Summaries of all projects selected for TCAP funding and the amount of the TCAP award
- Periodic updates and announcements concerning the progress of TCAP-funded projects
- Any other documents and information as required

The State of Maryland also maintains a specialized website to monitor ARRA activities, which includes information regarding TCAP at the following link: www.dhcd.state.md.us/ARRA/TCA.aspx

TAB E - Additional Elements

Requirement per HUD Notice CPD-09-03

Each state housing credit agency must submit Standard Form 424 (Application for Funds) signed by a legally authorized representative of the agency. Among other identifying data elements, the form requires all potential grant recipients to have a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. Grantees eligible for TCAP funds should determine if they have a DUNS number and, if not, request one as soon as possible. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705- 5711. A sample SF-424 is attached to this Notice. The Recovery Act also requires registration in the Central Contractor Registration (CCR). To register, go to www.ccr.gov/startregistration.aspx.

The following documents are attached:

1. Standard Form 424 (Application for Funds) signed by Raymond A. Skinner, Secretary of the Maryland Department of Housing and Community Development.
2. Central Contract Registration (CCR) Documentation
3. TCAP Public Hearing Newspaper Advertisement and Email Notification
4. TCAP Application Submission Package (referenced and described in TAB B)

Application for Federal Assistance SF-424		Version 02
<div style="display: flex; justify-content: space-between;"><div style="width: 30%;">*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application</div><div style="width: 30%;">*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</div><div style="width: 35%;">* If Revision, select appropriate letter(s) *Other (Specify) _____</div></div>		
3. Date Received: 4. Applicant Identifier: Not Applicable Not Applicable		
5a. Federal Entity Identifier: Not Applicable		*5b. Federal Award Identifier: Not Applicable
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: State of Maryland		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 52-6002033		*c. Organizational DUNS: 028492598-2502
d. Address:		
*Street 1: <u>100 Community Place</u>		
Street 2: _____		
*City: <u>Crownsville</u>		
County: <u>Anne Arundel</u>		
*State: <u>MD</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code <u>21032</u>		
e. Organizational Unit:		
Department Name: Maryland Department of Housing and Community Development		Division Name: Community Development Administration
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____ *First Name: <u>Patricia</u>		
Middle Name: <u>Rynn</u>		
*Last Name: <u>Sylvester</u>		
Suffix: _____		
Title: Director, Multifamily Housing		
Organizational Affiliation:		
*Telephone Number: 410.514.7481 Fax Number: 410.987.8763		
*Email: sylvester@mdhousing.org		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.258

CFDA Title:

Tax Credit Assistance Program (TCAP)

***12 Funding Opportunity Number:**

CPD Notice 09-03

*Title:

Implementation of the Tax Credit Assistance Program (TCAP)

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Maryland

***15. Descriptive Title of Applicant's Project:**

Tax Credit Assistance Program (TCAP) grants for Low Income Housing Tax Credit (LIHTC) multifamily rental housing projects.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: All in Maryland

*b. Program/Project: All in Maryland

17. Proposed Project:

*a. Start Date: June 3, 2009

*b. End Date: February 16, 2012

18. Estimated Funding (\$):

*a. Federal	\$31,701,696
*b. Applicant	0
*c. State	0
*d. Local	0
*e. Other	0
*f. Program Income	0
*g. TOTAL	\$31,701,696

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: Raymond

Middle Name: A.

*Last Name: Skinner

Suffix: _____

*Title: Secretary, Maryland Department of Housing and Community Development

*Telephone Number: 410.514.7002

Fax Number: 410.987.4070

* Email: skinner@mdhousing.org

*Signature of Authorized Representative: 

*Date Signed: 5/23/09

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)

Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (3046-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application - If requested by the agency, check. If this submission is to change or correct a previously submitted application, unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify): 	11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	Federal Award Identifier: For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal identifier in accordance with agency instructions.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction of new property projects). For preapplications, attach a summary description of the project.
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all Districts affected by the program or project. Enter in the format: 2 characters State Abbreviation - 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e., all districts within all states are affected, enter "US-all". • If the program/project is outside the US, enter 00-000.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
8.	Applicant Information: Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> a. Legal Name (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the Employer or Taxpayer identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (if applicable), City (Required), County (Required), State (Required, if country is US), Province (Country) (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the 	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable. f. Name and contact information of person to be contacted on matters involving this application. Enter the name (First and last name required); organizational affiliation (if affiliated with an organization other than the applicant organization); telephone number (Required); fax number; and email address (Required) of the person to contact on matters related to this application.		State intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the State.		
20.			Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.		
21.	Type of Applicant (Required) Select up to three applicant type(s) in accordance with agency instructions. <table border="1" data-bbox="186 609 868 999"> <tr> <td data-bbox="186 609 535 999"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public Indian Housing Authority </td> <td data-bbox="535 609 868 999"> M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) </td> </tr> </table>		A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public Indian Housing Authority	M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	Authorized Representative (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required); telephone number (Required); fax number and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public Indian Housing Authority	M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)				

Cohen, Andrew

From: TCAP [TCAP@hud.gov]
Sent: Friday, May 29, 2009 4:35 PM
To: Cohen, Andrew; 'Andy Martin (martina4@michigan.gov)'; 'Annie Beeson'; 'Arnon Adler (aadler@nys.dhcr.gov)'; 'Barbara Wallace (bwallace@ahfa.com)'; 'Bill Glover (bglover@mainehousing.org)'; 'Bob Gillespie (bob.gillespie@hcs.state.or.us)'; 'Bob Peterson (Bob.Peterson@wshfc.org)'; 'Bradley Reiff (breiff@kshousingcorp.org)'; 'Bruce Bokony (bbokony@adfa.state.ar.us)'; 'Carla Pope (carla.pope@iowa.gov)'; 'Chris Austin (claustin@nchfa.com)'; 'Cindy Deakyne (cindy@destatehousing.com)'; 'Daniel Brennan (dbrennan@mainehousing.org)'; 'Daniel Delfino (ddelfino@ahfc.state.ak.us)'; 'Darrell Beavers (darrell.beavers@ohfa.org)'; 'Dean Sakata (dean.m.sakata@hawaii.gov)'; 'Deb Urban (durban@njhmfha.state.nj.us)'; 'Dorothy Boisseau (dboisseau@rhodeislandhousing.org)'; 'Ed Johnson (ejohnson@treasurer.ca.gov)'; 'Ed Yandell (eyandell@thda.org)'; 'Eileen Staudt (estaudt@phfa.org)'; 'Ernie Watkins (erniew@ihfa.org)'; 'Fenice Taylor (fenice.taylor@dca.ga.gov)'; 'Fred Bentley (fbentley@kshousingcorp.org)'; 'Garth Rieman (GRieman@ncsha.org)'; 'Gary Meyer (gmeyer@mhdc.com)'; 'Gayle Brownlee (brownlee@wyomingcda.com)'; 'Gerald Watne (gewatne@mt.gov)'; 'Hilary Lopez (hlopez@nvhousing.state.nv.us)'; 'Jacob Sipe (jsipe@ihcda.in.gov)'; 'Jay Ragon'; 'Jay Ragon (Jay.Ragon@schousing.com)'; 'Jim Chandler (jim.chandler@vhda.com)'; 'Joe Erdelyi (jerdelyi@vhfa.org)'; 'John Marshall (john.marshall@ohfa.org)'; 'John Sager (johns@ihfa.org)'; 'Jolene Kline (jkline@ndhfa.org)'; 'Juan Vazquez Estrada (jvazquez@prhfc.gobierno.pr)'; 'Katina Pace (katina.pace@mshc.com)'; 'Kevin Clark (kclark@ohiohome.org)'; 'Laura Cox (laura.cox@floridahousing.org)'; 'Laura Nicholson (laura.nicholson@schousing.com)'; 'Linda Bridge (lbridge@housingnm.org)'; 'Lorraine Polak (Lorraine@sdhda.org)'; 'Lorrie Shearon (LShearon@thda.org)'; 'Louis Russell (lrussell@lhfa.state.la.us)'; 'Mariana Negoita (mariana.negoita@hcs.state.or.us)'; 'Mark Koppelkam (mkoppelkam@nhhfa.org)'; 'mromick@ahfc.state.ak.us'; 'Mary Jane Burgess (mburgess@rhodeislandhousing.org)'; 'Nancy Andersen (nandersen@masshousing.com)'; 'Nancy O'Brien (nancy.obrien@chfa.org)'; 'Norm Harrod (harrod@nchfa.com)'; 'Randy G. Archuleta (randya@housingaz.com)'; 'Robbye Meyer (robbye.meyer@tdhca.state.tx.us)'; 'Robin Ambroz-Hollman (robin.ambroz@nifa.org)'; 'Scott Farmer (sfarmer@nchfa.com)'; 'Sean Thomas (SThomas@ohiohome.org)'; 'Sharon Rambadt (sharon.rambadt@wheda.com)'; 'Sheila Stone (sheila.stone@chfa.org)'; 'Shelly Tucciarelli (stucciar@ihda.org)'; 'Sherrie Bossie (sbossie@wvhdf.com)'; 'Steve Walker (steve.walker@wshfc.org)'; 'Susan Haugen (susan.haugen@state.mn.us)'; 'Teresa Kile (teresa.kile@nifa.org)'; 'Thomas Wolfe'; 'Travis Doyle (tdoyle@housingnm.org)'; 'Valerie Baker'; 'Valisha Ward (valisha.ward@dc.gov)'; 'W. Robin Kemker (rkemker@uthc.org)'; 'Wendy Cohen (wendy.cohen@state.ma.us)'
Cc: Sardone, Virginia; Taffet, Clifford; Sigal, Marcia; Huber, Peter H
Subject: TCAP Central Contractor Registration Requirement (CCR)

Good afternoon-

We would like to remind you that all grantees must register with the Central Contractor Registration (CCR). When putting together your organization's TCAP submission materials, please be sure to provide evidence that you have registered with the CCR. As proof of CCR registration, HUD will accept any CCR generated document that notes your organization's active status in the CCR and the date the registration is valid until. For example, a copy of detailed CCR search results on your organization will demonstrate your organization's CCR status.

If you have already mailed your organization's submission materials and failed to include proof of CCR registration, please fax evidence of your active status in the CCR to:

Marcia Sigal
 202) 708-1744

To register with the CCR please follow the link below:

www.ccr.gov/startregistration.aspx.

5/29/2009


[CCR Home](#)
[Search CCR](#)
[Help](#)
[User Account](#)
[Edit User Profile](#)
[Change Password](#)
[Manage Security Questions](#)
[New Registration](#)
[Log Off](#)

User Account

Welcome Caroline

CCR registrations linked to your account

<u>DUNS</u>	<u>CAGE Status</u>	<u>Expiration Date</u>	<u>Company Name</u>	<u>State</u>	<u>Last Action</u>	<u>Registration</u>	<u>Manage Users</u>
028492598	1VJK4	ACTIVE 01/23/2010	HOUSING & COMMUNITY DEVELOPMENT, MD DEPT OF	MD	Active in CCR; Registration valid until 01/23/2010...	View	Edit Users

FYI
✓

Pending Invitations

You have the following registration invitations pending. Please accept or deny them. If you choose to deny then you will not be able to accept this DUNS until a new invitation is received.

Add an existing TPIN registration to your profile

To manually add a registration to your account, enter its DUNS number below. Once added, TPIN authentication will be disabled for that registration, and you will need to visit the registration to assign a new alternate CCR point of contact.

DUNS:

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



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CCR Detail Search Results

Not to be used as certifications and representations. See [ORCA](#) for official certification.

Current Registration Status: Active in CCR; Registration valid until 01/23/2010.

DUNS: 028492598

DUNS PLUS4:

CAGE/NCAGE: 1VJK4

Legal Business Name: HOUSING & COMMUNITY DEVELOPMENT, MD DEPT OF
Doing Business As (DBA):

Division Name:

Division Number:

Company URL:

Physical Street Address 1: 100 COMMUNITY PLACE

Physical Street Address 2:

Physical City: CROWNSVILLE

Physical State: MD

Physical Foreign Province:

Physical Zip/Postal Code: 21032-2037

Physical Country: USA

Mailing Name: DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT

Mailing Street Address 1: 100 COMMUNITY PLACE

Mailing Street Address 2:

Mailing City: CROWNSVILLE

Mailing State: MD

Mailing Foreign Province:

Mailing Zip/Postal Code: 21032-2037

Mailing Country: USA

Business Start Date: 07/01/1987

CORPORATE INFORMATION**Type of Organization**

U.S. Government Entity

Business Types/Grants

2F - U.S. State Government

8B - Housing Authorities Public/Tribal

VW - Contracts and Grants

DISASTER RESPONSE INFORMATION**Bonding Levels**

**Construction Bonding Level, Per Contract
(dollars):****Construction Bonding Level, Aggregate
(dollars):****Service Bonding Level, Per Contract (dollars):****Service Bonding Level, Aggregate (dollars):****Geographic Areas Served**

No geographic areas specified

GOODS / SERVICES**North American Industry Classification System (NAICS)**

925110 - Administration of Housing Programs

925120 - Administration of Urban Planning and Community and Rural Development

Standard Industrial Classification (SIC)

9531 - HOUSING PROGRAMS

Product Service Codes (PSC)

Federal Supply Classification (FSC)

SMALL BUSINESS TYPES

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

Business Types Expiration Date

North American Industry Classification System (NAICS)			
The small business size status is derived from the receipts, number of employees, assets, barrels of oil, and/or megawatt hours entered by the vendor during the registration process.			
NAICS Code	Description	Small Business	Emerging Small Business
925110	Administration of Housing Programs	No	No
925120	Administration of Urban Planning and Community and Rural Development	No	No

CCR POINTS OF CONTACT**Government Business Primary POC****Name:** ELEANOR KENNEDY**Address Line 1:** DIVISION OF FINANCE**Address Line 2:** 100 COMMUNITY PLACE**City:** CROWNSVILLE**State:** MD**Foreign Province:****Zip/Postal Code:** 21032**Country:** USA**Government Business Alternate POC****Name:** SUSAN TRAYLOR**Address Line 1:** DIVISION OF FINANCE**Address Line 2:** 100 COMMUNITY PLACE**City:** CROWNSVILLE**State:** MD**Foreign Province:****Zip/Postal Code:** 21032**Country:** USA

U.S. Phone: 410-514-7112
Non-U.S. Phone:
Fax: 410-987-4676

Past Performance Primary POC

Name:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:
U.S. Phone:
Non-U.S. Phone:
Fax:

Electronic Business Primary POC

Name: SUSAN HARVEY
Address Line 1: DIVISION OF FINANCE
Address Line 2: 100 COMMUNITY PLACE
City: CROWNSVILLE
State: MD
Foreign Province:
Zip/Postal Code: 21032
Country: USA
U.S. Phone: 410-514-7109
Non-U.S. Phone:
Fax: 410-987-4676

U.S. Phone: 410-514-7119
Non-U.S. Phone:
Fax: 410-987-4676

Past Performance Alternate POC

Name:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:
U.S. Phone:
Non-U.S. Phone:
Fax:

Electronic Business Alternate POC

Name: CAROLINE CAIN
Address Line 1: DIVISION OF FINANCE
Address Line 2: 100 COMMUNITY PLACE
City: CROWNSVILLE
State: MD
Foreign Province:
Zip/Postal Code: 21032
Country: USA
U.S. Phone: 410-514-7123
Non-U.S. Phone:
Fax: 410-987-4676



MARTIN O'MALLEY
Governor
ANTHONY G. BROWN
Lt. Governor
RAYMOND A. SKINNER
Secretary
CLARENCE J. SNUGGS
Deputy Secretary

The Maryland Department of Housing and Community Development placed a Notice of Public Comment Period and Public Meeting for the Tax Credit Assistance Program (TCAP) in the Legal Notices section of the following paper on the noted dates.

Newspaper

Date Run

Washington Post	5/17/2009
Star Democrat Chesapeake Publishing	5/15/2009
Cumberland Times	5/15/2009
Frederick News/Post	5/14/2009
MD Independent(P.G. County)	5/14/2009
MD Independent(St. Mary County)	5/15/2009
MD Independent(Calvert County)	5/15/2009
MD Independent(Charles County)	5/15/2009
Herald Mail	5/14/2009
Baltimore Sun	5/15/2009

The copy of the Notice is attached.

2009-05-15



**Maryland Department of Housing and Community Development
Community Development Administration**

TAX CREDIT ASSISTANCE PROGRAM (TCAP)

NOTICE OF PUBLIC COMMENT PERIOD

May 18, 2009 through 5 p.m., May 22, 2009

NOTICE OF PUBLIC MEETING

May 18, 2009, 9:30 a.m.

100 Community Place

Crownsville, Maryland 21032-2033

Under the guidelines established by the U.S. Department of Housing and Urban Development (HUD), notice is hereby given that the Community Development Administration, a division of the Maryland Department of Housing and Community Development (DHCD), is applying to receive funding under the Tax Credit Assistance Program (TCAP) which was created as part of the American Recovery and Reinvestment Act (ARRA) in February 2009.

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act of 2009 (ARRA) to jumpstart the nation's ailing economy, with a primary focus on creating and saving jobs in the near term and investing in infrastructure that will provide long-term economic benefits. Title XII of the Recovery Act appropriated \$2.250 billion under the HOME Investment Partnerships (HOME) Program heading for a grant program to provide funds for capital investments in Low-Income Housing Tax Credit (LIHTC) projects. Maryland expects to receive \$31,701,696 in TCAP funds that must be used for projects that have received an award of Low Income Housing Tax Credits. ARRA establishes deadlines for the commitment and expenditure of these grant funds and requires state housing credit agencies to give priority to LIHTC projects that will be completed by February 16, 2012.

DHCD, the grantee, must distribute the TCAP funds competitively under the requirements of the ARRA and pursuant to Maryland's existing Qualified Allocation Plan (QAP). Each state housing credit agency must submit information about how it is meeting the ARRA accountability and transparency requirements. To implement this requirement, the state housing credit agency, DHCD, must make its project selection process and criteria available to the public and accept comments from the public for a period of not less than five days.

In order to gain the required public input on its proposed TCAP funding project selection process and criteria as described in the July 2009 TCAP Supplemental Funding Round Application, the State is holding a public comment period from May 18, 2009 through 5 p.m., May 22, 2009 and a public meeting on Monday, May 18, 2009 at 9:30 a.m. at the offices of the Department, 100 Community Place, Crownsville, Maryland 21032.

Copies of the application documents, the proposed funding schedule, and the QAP may be obtained by emailing: rentalhousing@mdhousing.org, calling (410) 514-7446, or going to DHCD's TCAP webpage:

<http://www.dhcd.state.md.us/Website/programs/tcap/tcap.aspx>

Public comment on the July 2009 TCAP Supplemental Funding Round Application must be directed to the contact below beginning May 18, 2009 and ending at 5 p.m., May 22, 2009.

Please forward all questions and comments to:

Patricia Rynn Sylvester

Director, Multifamily Housing

Maryland Department of Housing and Community Development

100 Community Place

Crownsville, Maryland 21032-2033

410.514.7481

sylvester@mdhousing.org



Multifamily Housing Notice 09-03

May 8, 2009

To: Developers, Sponsors and Local Housing Contacts
From: Patricia Rynn Sylvester, Director, Multifamily Housing
Re:

- **Tax Credit Assistance Program (TCAP)**
- **Section 1602 Tax Credit Monetization Program (Monetization Program)**
- **October 2009 Competitive Funding Round Deadline Notice**

Tax Credit Assistance Program (TCAP)

On May 4, 2009, the U.S. Department of Housing and Urban Development (HUD) issued initial guidance on the Tax Credit Assistance Program (TCAP). The Department is eligible to receive \$31.7 million in TCAP funds and must submit an application to HUD by June 3, 2009. Prior to submitting this application to HUD, the Department must provide a 5 day public comment period of the project selection process and criteria by which the TCAP funds will be awarded to projects. The Department will carry out this process according to the following schedule.

HUD TCAP Application Timeframe

- **May 18, 2009** - Mandatory 5 Day Public Comment Period Opens.
 - Public Meeting at DHCD (ARRA Breakfast Series).
 - Application Criteria and Process public announcement via website and publication.
- **May 22, 2009** - Public Comment Period Closes.
- **June 3, 2009** - Department submits application for TCAP funds to HUD.
- **June 13, 2009** - Deadline for completion of TCAP application review by HUD.

Maryland TCAP Supplemental Competitive Funding Round Applications

- July 8, 2009 - Applications for TCAP funds are due to the Department by no later than 5:00 p.m.
- Early August 2009 - TCAP funding awards announced for individual projects.

Preliminary TCAP Supplemental Competitive Funding Round Selection Criteria and Process

The Department is formulating its competitive process for selecting projects to receive TCAP funding. This process is subject to HUD approval and may be based on the following:

- Projects in DHCD pipeline with Tax Credit awards **that have not closed on financing** will be eligible for funding.
 - Includes tax exempt bond loans with applications into the Department.
- Shovel Ready: Demonstrated Readiness to **Start Construction in 2009**.
 - Highest priority to projects that can start in Fall 2009.
- Demonstrated ability to expend 75% of TCAP funds by February 2011.
- Projects must **Place in Service by December 2011**.
- Priority to Projects with Tax Credit Investors.

Section 1602 Tax Credit Monetization Program

On May 4, 2009, the U.S. Department of Treasury (Treasury) issued initial guidance on the Section 1602 Tax Credit Monetization Program (the Monetization Program). The Department will file a request to monetize 40% of its 2009 tax credit allocation (about \$5.6 million) in exchange for about \$47.6 million of funds from Treasury. The Department has notified eligible projects with tax credit awards from 2008 and 2007 of a May 29, 2009 deadline to submit requests for monetization. These projects have been provided with application requirements. The Department will evaluate these applications as they are received and may submit additional requests for monetization to Treasury based on its evaluation of these project requests.

The Department's goal for awarding TCAP and Monetization Program funds is to provide funding for those projects that are in the Department's existing pipeline and are mostly likely to proceed to closing by year end 2009 and place in service by December 2011 in order to spend the available funds well within the programs deadlines. These projects are those that have the best probability of stimulating the state and national economies and

therefore achieve the essential goals of the federal stimulus legislation.

HUD guidance on TCAP is available at <http://www.hud.gov/recovery/tax-credit.cfm>.

Treasury guidance on the Monetization Program is available at <http://www.treasury.gov/recovery/LIH-grants.shtml>.

Additional information may be found on the HUD, Treasury, Recovery.org, and NCSHA websites. Additional guidance from HUD and Treasury may be forthcoming over the next few months. In the meantime, the Department is focused on utilizing the TCAP and Monetization Program efficiently by using currently available information. The Department's TCAP and Monetization Program may change as HUD and Treasury issue new information.

October 2009 Competitive Funding Round Deadline

Applications for the October 2009 Competitive Funding Round are due by Tuesday, October 6, 2009 at 5:00 PM. Applications must be delivered to the mailroom on the ground floor of 100 Community Place, Crownsville Maryland 21032. The October 2009 Competitive Funding Round will be governed by the 2009 Qualified Allocation Plan and the 2009 Multifamily Rental Financing Guide both of which are dated October 24, 2008 and available on the DHCD website.

The most up-to-date Application Submission Package for Multifamily Rental Financing loan and low income housing tax credit programs is available on the Department website at Application Submission Package. This application package must be used for requests for financing through the following programs: Multifamily Bond Program (MBP), Rental Housing Fund (RHF), Federal Low Income Housing Tax Credits (9% and 4% Tax Credits), Maryland Housing Rehabilitation Program – Multifamily (MHRP-MF), and the Partnership Rental Housing Program (PRHP). This application submission package should be used for applications submitted for the October 2009 Competitive Funding Round due **October 6, 2009**.

Given the large number of tax credit awards made in the December 2008 Competitive Funding Round, we expect that the October 2009 Competitive Funding Round will primarily award Rental Housing Funds and a small amount of 2010 low income housing tax credits. At this time, the Department does not envision awarding any TCAP or Monetization Program funds through the October 2009 Competitive Funding Round. This may change as we analyze the financial feasibility of Projects in our pipeline taking into account TCAP funds, Monetization funds, regulatory changes and the state of the tax credit market.

Please remember that we are announcing future round deadlines, significant application changes, bond program amendments, and other key dates and facts on our web site and by email only. Please make sure that we have your current email address. Please send any additions or corrections to taxcredits@mdhousing.org or rentalhousing@mdhousing.org as soon as possible.

Thank you for your interest and participation in the multifamily housing programs in Maryland.

Multifamily Housing Programs
Community Development Administration
Maryland Department of Housing and Community Development
100 Community Place
Crownsville, MD 21032-2023
taxcredits@mdhousing.org or rentalhousing@mdhousing.org
410-514-7446
Toll Free (Maryland Only) 800-543-4505



**Maryland
Department of
Housing and
Community
Development**

*Community Development
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Multifamily Housing

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Crownsville, Maryland
21032-2023

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Lt. Governor

Raymond A. Skinner
Secretary

Clarence Snuggs
Deputy Secretary

***July 2009
Tax Credit Assistance
Program (TCAP)
APPLICATION
SUBMISSION
PACKAGE***

Multifamily Rental Financing

June 2009 – Final



*The Maryland Department of Housing and
Community Development pledges to foster the
letter and spirit of the law for achieving equal
housing opportunity in Maryland.*

I. INTRODUCTION

The Maryland Department of Housing and Community Development (the “Department”) administers financing programs for the construction, acquisition and rehabilitation of multifamily rental housing, including the Low Income Housing Tax Credit (LIHTC), which is authorized by Section 42 of the Internal Revenue Code and administered through the State of Maryland Qualified Allocation Plan (QAP).

This application package provides guidance for Eligible Projects to compete for funding from the Department through the **Tax Credit Assistance Program (TCAP)**, authorized and funded by the American Recovery and Reinvestment Act (ARRA) effective February 17, 2009.

A) Funding Awards: This application is for TCAP funding only. The Department will determine in its sole discretion, based on this application and the availability of sources to the Department, the amount and type of subsidy appropriate for each project.

B) Application Submission Deadline: All applications for TCAP funding must be received no later than 5:00 p.m. on Wednesday, July 8, 2009 at the offices of the Department of Housing and Community Development. No project information will be accepted after the application deadline date. The State will provide receipts to applicants as applications are submitted. In case of a dispute regarding the time of submission, the receipt will serve as evidence of proper submission. Applicants may use standard or express mail services. However, the State is not responsible for mail delivery and will consequently not accept applications received after the due date.

C) Form of Submissions: Two copies of the complete application, including attachments and exhibits must be submitted. Each copy of the complete application should be prepared using separate three-ring notebook binders. Each section, attachment and exhibit must be clearly tabbed so that a reviewer may easily find the necessary materials. Application forms should not be retyped, changed or modified in any manner. All information on the application form must be completed or indicated that it is not applicable and all required exhibits must be included.

D) Application Fee: For the July 2009 TCAP Funding Round there will be no application fee.

II. TAX CREDIT ASSISTANCE PROGRAM (TCAP)

A) Competition, Selection Criteria and Funding Availability: Through the July 2009 TCAP Funding Round, the Department will competitively allocate approximately \$31.7 million of TCAP funding received through ARRA. TCAP funds will be awarded according to the TCAP Project Selection Criteria detailed in Section IV, below. As specified in HUD Notice CPD-09-03 (issued on May 4, 2009), the main selection criterion used to allocate TCAP funds must be expected project completion by February 16, 2012, which is three (3) years after the enactment of ARRA.

B) Purpose: TCAP funds are made available to eligible projects to finance the construction, or acquisition and rehabilitation of multifamily rental housing projects with an “Award of LIHTCs” as defined in Section II.C, below.

C) Award of LIHTCs and Eligible Projects: For the purposes of TCAP, the Department defines “Award of LIHTCs” as follows:

- (1) For allocated (9%) LIHTCs: when THE DEPARTMENT has executed a reservation letter or carryover allocation of LIHTCs for a project in accordance with its QAP;
- (2) For automatic (4%) LIHTCs using tax-exempt bonds issued by the Department: when the Department executes an “Official Intent Determination” (as required per Section 142 of the Internal Revenue Code) for the tax-exempt bond financing that will generate the LIHTCs based on the Department’s determination that the project to be financed with the tax-exempt bonds meets the requirements under the QAP for LIHTCs.
- (3) For automatic (4%) LIHTCs using tax-exempt bonds issued by a local agency: when the Department issues a Section 42(m) (as required per Section 42 of the Internal Revenue Code) letter which demonstrates that the project meets the requirements under the QAP for LIHTCs.

To be eligible for TCAP funds, an Award of LIHTCs must be made not earlier than October 1, 2006 and not later than July 7, 2009.

A project is eligible for TCAP funding when it: a) has an Award of LIHTCs; b) has submitted an application that was received by the Department on or before February 17, 2009; and c) has not closed on financing and/or commenced construction.

In accordance with HUD guidance, a project is ineligible for TCAP funding if it receives an Award of LIHTCs and subsequently returns the LIHTCs to the Department.

D) TCAP Written Agreement: TCAP funding will be awarded to Eligible Projects under terms and conditions outlined in the TCAP Written Agreement. The TCAP Written Agreement will be executed between the Department and the project owner, and will include, at a minimum, the following:

- rent, income and use restrictions;
- compliance monitoring requirements;
- federal rules and grant requirements;
- deadlines for expenditure of TCAP funds; and
- accountability, transparency and reporting requirements of ARRA

The TCAP Written Agreement may not be executed until the NEPA environmental clearance for the project is completed and the Request for Release of Funds (RROF) is approved. No TCAP funds may be released to a project until the TCAP Written Agreement is fully executed. The TCAP Written Agreement will be revised, at such time and at any time additional requirements are provided from HUD.

E) Commitment and Expenditure Deadlines for TCAP Funds: Under ARRA, the Department must:

- Commit not less than **75%** of TCAP funds by February 16, 2010
- Expend not less than **75%** of TCAP funds by February 16, 2011
- Expend **100%** of TCAP funds by February 16, 2012
- return to HUD all TCAP funds not expended by February 16, 2012

To meet these deadlines, the Department will initially award TCAP funds through the July 2009 TCAP Competitive Funding Round in accordance with the TCAP Selection Criteria and Weighting outlined in Section IV, below. These criteria prioritize projects with the demonstrated ability to move forward quickly and use TCAP funds within the federally-mandated timeframes. The Department expects that the TCAP Awards made through the July Funding Round will enable it to meet the Commitment and Expenditure Deadlines for TCAP funds. However, the Department reserves the right to competitively award TCAP funds to other eligible projects that meet the selection criteria if necessary to ensure timely expenditure of TCAP funds.

The Department will closely monitor project progress and make adjustments as needed to ensure continuing compliance with the Commitment and Expenditure deadlines as projects move forward.

The Department will reserve the right to adjust, withdraw or recapture all or a portion of TCAP funding to ensure federal expenditure requirements are met. Projects selected for TCAP funding will be required to execute a TCAP Written Agreement prior to initial closing. Any project that has not executed a TCAP Written Agreement by the date that it certifies in its application (see Section III, below) may have its award of TCAP funding revoked and re-allocated to another eligible project(s). The Department has experience in making similar adjustments for its State-funded loan programs. If necessary, the Department can reduce TCAP awards to projects not meeting their obligations and move these funds to TCAP eligible projects that are proceeding on schedule. Projects that lose their TCAP funding may be eligible to apply for other State-controlled resources with a less stringent timetable for expenditure.

Construction period funding disbursements will be established in a manner that complies with all expenditure and draw requirements. The TCAP Written Agreement will specify a schedule for disbursement of TCAP funds. As required in HUD Notice CPD-09-03, the TCAP Written Agreement “will specify a schedule for the expenditure of TCAP funds and outline the circumstances under which TCAP funds will be recaptured if the project owner fails to meet the schedule.”

If a project fails to expend TCAP funds in a timely manner, the Department will assess the reasons for the expenditure problems and whether the delay will affect its ability to meet the TCAP deadlines. The Department will work closely with the projects to resolve expenditure issues quickly but reserves the right in its sole discretion to recapture TCAP funds per the TCAP Written Agreement. Projects should be familiar with their TCAP Written Agreement and recognize that failure to comply with the schedule and terms of the TCAP Written Agreement could result in the recapture of TCAP funding for the project.

F) Terms: To receive TCAP funds, a project must: meet the statutory requirements of ARRA, submit a complete application, comply with the terms of the State of Maryland Qualified Allocation Plan (QAP), and comply with any current or future guidance provided by HUD.

Under ARRA, projects receiving TCAP funds must comply with Davis-Bacon and NEPA environmental review requirements. Other federal “cross-cutting” rules are applicable as specified in HUD Notice CPD-09-03, as well as any additional guidance provided by HUD. HUD guidance on TCAP is available at <http://www.hud.gov/recovery/tax-credit.cfm>. Additional information may be found on the HUD website. Additional guidance from HUD may be forthcoming.

The Department will generally subject TCAP financing to the processing, terms and conditions outlined in the Qualified Allocation Plan and Multifamily Rental Financing Program Guide dated October 24, 2008, except as such terms and conditions are determined in the Department’s sole discretion to be contrary to the purposes or requirements of ARRA and TCAP rules.

For the purposes of TCAP, terms used by the Department in this application and other materials related to TCAP shall have the same meaning as under Section 42 of the Internal Revenue Code, federal regulations, the QAP, and CPD Notice 09-03 issued by the U.S. Department of Housing and Urban Development.

G) Eligible Uses of TCAP Funds: As detailed in HUD Notice CPD-09-03, TCAP funds may only be used for costs that are included in the ‘eligible basis’ of a project under Section 42 of the Internal Revenue Code. Further, Section 1604 of ARRA specifically prohibits the use of TCAP funds for swimming pools.

III. APPLICATION SUBMISSION REQUIREMENTS

All requests for TCAP funding must use this application submission package and are subject to the Department's underwriting and construction reviews. Requests for funding will be scored by the Department in accordance with the TCAP Project Selection Criteria Score Sheet included in Section IV, below. Available TCAP funding will be allocated to projects in order of ranking, from highest to lowest, until all available funding is allocated. As outlined above in Section II, TCAP funds may be redistributed to projects that are ready to proceed from projects that are unable to meet expenditure deadlines as detailed in the TCAP Written Agreement.

Exhibit A: Certification to TCAP Application Submission Package

Applicants must complete the attached certification, which includes estimated dates for Initial Closing and Completion of their project. These dates will be used to score the project according to the TCAP Project Selection Score Sheet included in Section IV. Projects which receive an award of TCAP funding and do not meet these deadlines may, at the discretion of the Department, have their TCAP funding recaptured and re-allocated to another project.

Exhibit B: Financing Information

1. CDA Form 202 – The Form should be updated showing any and all changes from the most recent application submission. Changes should be clearly marked. The requested TCAP funds must be clearly identified. No changes should be made to a Project that would reduce the evaluation criteria score of the Project from the initial application submission, with the exception of any change in scoring associated with an increase in funding from the Department required for financial feasibility of the Project.

The maximum request for TCAP funds, when combined with the Department's Rental Housing Funds (RHF) and Maryland Housing Rehabilitation Program – Multifamily (MHRP-MF) funds already reserved or committed to the project, may not exceed \$3 million.

Notwithstanding the foregoing, in no event shall TCAP funding be provided in excess of an amount necessary to make a project financially feasible and viable as determined by the Department and in accordance with Section 42 of the Internal Revenue Code.

The Department reserves the right to make an award to a project in excess of the \$3 million request limit if the Department determines, in its sole discretion, that:

- the increased award is necessary for the Department to allocate its resources effectively and to meet any deadlines associated with administering TCAP funding;
- the funding award does not provide resources to a project in excess of what is necessary for the project's financial feasibility; and
- the funding award and project comply with the requirements of ARRA and TCAP.

2. Financing Letters that have been updated to show current information as follows:
 - a. Project Lenders: status of loan commitments and timeframe for closing, including any changes to loan terms or conditions.
 - b. Equity Investor-
 - i. The letter should provide as much specificity as possible, such as: commitment or intent to purchase the full amount of LIHTCs for which a project is eligible, all terms and requirements (including pricing), the status of the investor's/syndicator's due diligence, including whether site visits have occurred, whether the development team is approved, and the timetable or schedule for completing due diligence.
 - ii. The letter should specify operating deficit amounts, capitalized RFR accounts, if required, and any other reserves that will be required.
3. Local Government Final Letters or Letters with Timetables for receipt from Local Government of:
 - a. Local Resolution of Support
 - b. Local Contribution and/or PILOT
 - c. Zoning Approval
 - d. Subdivision/Land Use Approval, if applicable
 - e. Building/Construction Permits
4. Documentation, as appropriate, showing status of any HUD and/or USDA approvals (including 2530 clearance) and timetable i.e.: reassignment of HAP contracts, rent increases; payoff of any HUD and/or USDA mortgages or loan assumptions.
5. Site Control --Any changes or updates to the site control documents since application.
6. Tenant Relocation - Explanation of any tenant relocation issues that might delay closing/commencement of construction
7. Utility Services - Documentation supporting availability of utility services.

Exhibit C: Construction Information

1. Revised CDA Forms 212 and 215, assuming Davis Bacon wage rates
2. Phase I Environmental Assessment, Phase II Environmental Assessment (if applicable) and, if required, a timetable for completion of follow-up recommendations
3. Geotechnical Report, and if required timetable for completion of follow-up recommendations
4. Status of drawings- percentage complete. If not at 95% complete; timetable for completion.

CERTIFICATION TO TCAP APPLICATION SUBMISSION PACKAGE

Estimated Date of Initial Closing for Project: _____

(Month, Day and Year)

Estimated Date of Completion of Project: _____

(Month, Day and Year)

ACCESS TO PUBLIC RECORDS ACT NOTICE AND WAIVER

Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Maryland Access to Public Records Act, State Government Article, Part III, §§10-611 through 10-628 of the Annotated Code of Maryland. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that party.

This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with the administration of the programs for which its use is intended. Such information may be shared with State, Federal or local government agencies that have a financial role on the project.

The Department intends to make available to the public certain information regarding projects recommended for reservation of funds by the Department. Some of this information may not be disclosed under Maryland's Access to Public Records Act. By signing and delivering this application to the Department, you hereby AGREE TO WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Borrower's name; name and location of the project; grant, loan or tax credit amount and terms; amounts and source of other financing; public purpose of the grant, loan or tax credit; a description of the project including the number of units and number of units set aside for the public purpose.

The undersigned hereby certify that the information contained herein is accurate, and understand that he/she may be requested to provide additional documentation and that false or misleading information will disqualify the project from receipt of funding.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on this _____ day of _____, _____.

(Full legal name of sponsor)

Signature: _____
Name: _____
Title: _____

Signature

Printed Name

IV. TCAP PROJECT SELECTION CRITERIA SCORE SHEET

There are five (5) categories of Competitive Selection Criteria (Total Points: 120)

- | | |
|--|---|
| 1. Project Completion by Feb.16, 2012 | Threshold Requirement for Consideration |
| 2. Readiness to Proceed | max. 50 pts. |
| 3. Tax Credit Investor/Syndicator Interest | max. 50 pts. |
| 4. QAP Evaluation Criteria Score for Award | max. 10 pts. |
| 5. TCAP Funding Request | max. 10 pts. |

Threshold Criteria: All projects must satisfy Category 1 in order to move forward for scoring under Categories 2-5. Projects that do NOT satisfy Category 1 will be removed from consideration for TCAP funding.

Category 1: Project Completion by February 16, 2012

As required per page 5 of HUD Notice CPD-09-03, the main selection criterion for TCAP funds must be for "...eligible projects that are expected to be completed within 3 years from the date of Recovery Act enactment (February 16, 2012)." MDHCD will evaluate the project's ability to meet this requirement based upon the sponsor's certification of estimated completion date, as well as a review of documentation included in the "TCAP Application Submission Package." Failure to certify and demonstrate the project's ability to be completed by February 16, 2012 will disqualify a project from further scoring and consideration for TCAP funds.

Scoring Criteria: For projects that pass threshold (120 point maximum)

Category 2: Readiness to Proceed to Initial Closing (Maximum 50 pts.)

Points will be awarded based on the Department's assessment of the project's readiness to proceed to initial closing. The Department will consider, in assessing points in this category, the sponsor's certification of estimated date of initial closing, documentation submitted that demonstrates activity and progress toward initial closing, including engagement of third-party professionals and/or other project-related expenditures, submission of plans or approvals to local governments, development team experience, and other elements that demonstrate capacity and probability of meeting projected initial closing dates. Points will be awarded as follows:

Closing on or before November 30, 2009	50 pts.	_____
Closing on or before January 31, 2010	40 pts.	_____
Closing on or before March 31, 2010	30 pts.	_____
Closing on or before June 30, 2010	20 pts.	_____
Closing July 1, 2010 or later	0 pts.	_____

Category 3: Tax Credit Investor/Syndicator Interest (Maximum 50 pts.)

(a) Investor/Syndicator Letter of Intent up to 50 pts. _____

Points will be awarded based on the Department's assessment of the project's ability to fully utilize its LIHTC award at a price and a timetable that allows the project to comply with ARRA and TCAP requirements. The Department will consider, in assessing points in this category, the letter and information provided by a direct investor or syndicator, including its commitment or intent to purchase the full amount of LIHTCs for which a project is eligible, all terms and requirements (including pricing), the status of the investor's/syndicator's due diligence, including whether site visits have occurred, whether the development team is approved, and the timetable or schedule for completing due diligence. Maximum points will be awarded for projects with firm pricing and commitments with a set closing timetable.

(b) No or Minimal Investor/Syndicator Interest

0 pts.

Category 4: QAP Evaluation Criteria Score for Award (Maximum 10 pts.)

Evaluation Criteria Score of 266 or above

10 pts.

Evaluation Criteria Score of 250 to 265

5 pts.

Evaluation Criteria Score of less than 250

0 pts.

Scoring used from time of LIHTC award. No significant changes should be made at time of application for TCAP funds.

Category 5: TCAP Funding Request (Maximum 10 pts.)

(a) For projects without a reservation of MDHCD RHF or MHRP-MF funding:

TCAP funding request is the same or less than the project's request
for MDHCD RHF or MHRP-MF funds at the time of LIHTC Award

10 pts.

TCAP funding request is more than the project's request
for MDHCD RHF or MHRP-MF at the time of LIHTC Award

0 pts.

(b) For all other projects that request TCAP funds:

0 pts
